

<Name of organization>
<Street address>
<State, City, zip>
<Organization contact – phone – etc.>

PUBLIC EVENT
VENDOR SAFETYCHECK LIST

ALL VENDORS ARE TO COMPLETE THIS FORM *PRIOR TO THE 3:00 FIRE SAFETY INSPECTION*

Date: _____ **Event:** _____

Vendor business name: _____

Vendor signature: _____ **Type of Vendor:** Food/Drink Novelties Personal-
(Signature indicates vendor will comply with the below listed items) Services/Products Charitable Orgs. PR / advertising

To insure the safety of the vendor and the general public, the following safety checklist is to **be reviewed by the vendor** and a representative of the event-sponsoring agency prior to inspection by the Fire Department. The Fire Inspector will then review all items that apply from this list for compliance. Inspections begin approximately two hours before the event opens (around 3:00 PM unless otherwise noted).

Failure to comply with these safety regulations will be cause for the vendor to leave the event. The vendor is required to present this completed form to the fire official upon inspection prior to the event starting.

Vendors who are cooking:

- Open flame devices are not permitted to be located under tents or tent like assemblies.
- A 40 B: C: or K class rated extinguisher is present, fully charged, and has a current inspection tag by an authorized extinguisher agency.
- Any cooking involving oil such as frying or dipping requires a K class extinguisher exclusively. A:B:C and B:C extinguishers are not approved for this use.(OFC-906.2)**
- The extinguisher is in plain view and accessible (**it is not to be located in cabinets**).
- Cooking source:**
 - Charcoal:**
 - Is being used in an approved container and is secured so as to prevent tipping.
 - Is located away from tents and propane sources.
 - Coals are to be placed in barrels (as provided) at the end of each evening.
 - Only approved charcoal lighter fluid is permitted for starting and shall be secured in a safe place.
 - Propane:**
 - Cylinders are secured to a non-movable structure. Cylinders are **not** to be tied to tent posts. (Cylinders may be placed in milk crates and reviewed by the fire official if other means of securing is not possible).
 - Cylinders are located away from open flame devices.
 - Cylinders and connections have been checked for leaks utilizing a soapy water solution. This is to be done every time a cylinder is changed.
 - Spare cylinders are secured and safety caps (when applicable) are in place.
 - Hoses and fittings have been inspected and are free of damage.
 - CYLINDERS ARE NOT TO BE STORED IN TRAILERS OR TRUCKS EITHER ON OR OFF THE FESTIVAL SITE.**

Electrical:

- Only grounded plugs are to be used.
- There is no open or frayed wiring.
- GFI's are not bypassed.
- Extension cords are of an approved size for the load, are grounded, and are approved for **outdoor use**.
- Only fused multi-plug strips are permitted.
- All connections are weather sealed and off the ground.
- All electrical cords exposed to foot traffic are protected utilizing approved bridging (duct tape does not qualify).
- All generators are grounded utilizing grounding rods and wiring.

Fire lanes and means of egress:

- A 20-foot fire lane is present down the center of the mall area (vendors are not permitted to protrude into this area. This includes awnings). Fire department access is provided to all other lot areas. Areas of Emergency Overflow are defined (see map) no vendors or vehicles are permitted.
- Fire hydrants are not blocked and are accessible. Minimum of 10 feet on all sides.
- Vendor does not block the means of egress to existing buildings or other vendors.

Tents:

- An affidavit or affirmation attesting to flame retardency is present or on site for review.
- Aisles are established and the means of egress maintained.
- No smoking signs are posted. Assembly tents only.
- Fire extinguishers with an A:B:C rating are mounted and visible (quantity will be determined by tent size and the fire official).
- Tent sides are open (all 4 sides), if not, illuminated exit signs with emergency lighting are required at the exits. When sides are present, tent sides at exits are to be a contrasting color. (OFC-2403.12)**
- 10' x 10' pop-up style tents or similar canopies are to weighted or tied down at all corner points sufficiently to prevent lifting in high winds**